

# ***BITS:***

## **BUSINESS INFORMATION TECHNOLOGY SPOTLIGHT**

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Prepared by the Business Technologies Department (Organization 10016) to inform the Laboratories' community of business system issues.

### **Special points of interest:**

- Fiscal YE 2002 Processing
- Staff Augmentation Labor Enhancements
- Funding Agreement Enhancements
- Oracle Initiator & MarkView Plug-in Replacement
- New TNT and P-Card Reconciliation Systems

## ***BITS & Pieces For You to Digest***

The Business Technologies Department (Organization 10016) is pleased to announce our latest communication tool, the newsletter BITS, i.e., Business Information Technology Spotlight. Through this venue we hope to improve our communications to you, our cus-

tomers, by updating you on recent enhancements and providing tips and tricks for using our business systems more effectively.



NOT JUST ORACLE - BITS will spotlight not just the Oracle Enterprise Resource Planning applications, but other Business Support Systems and Logistics Software Management Systems as well.

We are very interested in your thoughts and ideas for this newsletter, so please let us hear from you. Direct your feedback to Stephanie Lonsberry at 844-5652 or [smlonsb@sandia.gov](mailto:smlonsb@sandia.gov).

## ***Fiscal YE 2002 Processing***

***"The processing time was cut in half from approximately 100 hours to 50 hours ..."***

Year-end Processing for the Oracle Financial Applications was very successful for Fiscal Year 2002. Year-end included a special month-end, four rollups and one year-end run. The processing time was

cut in half from approximately 100 hours to 50 hours from Fiscal Year 2001 to Fiscal Year 2002. The reduction in time was due to application upgrades, database server upgrades,

year-end testing and the outstanding quality of the year-end processing team.

*Thanks to Tracy Jones for this submission.*

## Staff Augmentation Labor Enhancements

***“The projected savings for these customers is approximately \$480K yearly. It is anticipated that cost savings will increase as additional contractor staff are included in the future.”***

The Oracle Applications Project Team received a request from Human Resources (HR) and Purchasing staff for changes in the Staff Augmentation labor processing in Oracle. These changes were requested in conjunction with Purchasing's revisions to the Staff Augmentation contracts to accommodate the contractor workforce at Sandia's Microelectronics Development Laboratory (MDL) and Compound Semiconductor Research Laboratory (CSRL). Because

these facilities are 24-hour operations, the changes included shift premiums and on-call payments.

The Oracle staff teamed with others in Integrated Information Services (IIS) and HR to implement the changes, and they were installed on schedule during the 1st week of FY03, where the 160 contractor staff of MDL and CSRL were supported for the first time. The projected savings for these customers is approximately

\$480K yearly. It is anticipated that cost savings will increase as additional contractor staff are included in the future.

Key contributions to the success of this enhancement were made by members of each of these teams: Oracle Accounts Payable, Project Accounting, and Purchasing Modules, IIS Business Systems and Human Resources.

*Thanks to Ralph Chapman for this submission.*

## Funding Agreement Enhancements

***“This improvement reduces the time required to implement any changes when DOE restructures the B & R numbers and simplifies the process.”***

Mike Widmer in the Project Accounting and Reporting Department teamed with staff in the Nuclear Weapons (NW) and Nonproliferation & Materials Control (NP/MC) SBU Business Offices to redefine the way Funding Agreements are handled. Agreements are used in Oracle to track funds allocated and costs incurred on behalf of external customers.

Funding Agreements were completely restructured at the beginning of FY03 by the Team. DOE provides a Budget and Reporting (B&R) number to track funds and costs. The old agreements that linked together multiple projects were closed, and new B&R/Project one-to-one agreements were created in their place. This improvement reduces the time required to implement any changes

when DOE restructures the B&R numbers and simplifies the process.

Key contributions to the success of this enhancement were made by members of each of these teams: Oracle Project Accounting Module, NW and NP/MC SBU Business Offices.

*Thanks to Ralph Chapman for this submission.*

## Oracle Jinitiator & MarkView Plug-in Replacement

***"Over 2000 desktops were upgraded with a 98% acceptance and success rate."***

On Monday, October 14, the Oracle Jinitiator and MarkView Plug-ins were replaced in Production. The upgrade provided new plug-ins that were developed to work with the new Internet Explorer 6.0 browser, the new default browser for Sandia Labs. Over 2000 desktops were

upgraded with a 98% acceptance and success rate. As part of the MarkView plug-in upgrade, the MarkView Email Approval Function has been changed to work through a Citrix ICA plug-in. The MarkView Email Approval Function is used to process purchase requisitions

and invoice approvals for Sandia Labs. The new Citrix capability allows non-Oracle users to approve and disapprove without having to load the Oracle Software.

*Thanks to Tracy Jones for this submission.*

## New TNT & P-Card Reconciliation Systems

### TNT & P-Card Reconciliation Statistics:

**# of New Oracle Users: 1,000**  
**# of P-Card Users: 1,800**  
**Total Oracle Users: 4,500**

#### Bank transactions loaded:

##### Airline Tickets:

**2,210      \$744,800**

##### Procurement Cards:

**6,960      \$5,111,300**

#### Bank Transactions Reconciled in First Week (1/13 - 1/20):

##### Airline Tickets:

**1,830    \$670,900    83%**

##### Procurement Cards:

**4,930    \$3,634,400    70%**

The old TNT and P-Card Reconciliation Systems were replaced with a web-based Oracle 11i custom application in January 2003. The old Sybase, Visual Basic T-Card and Web P-Card systems were deactivated at the end of 2002. The Sybase database will be eliminated later this year.

The new Oracle reconciliation processes became active when the first bank transactions were received. Existing P-Card holders were automatically set up with Oracle accounts and received notification E-mails providing the URL to access Oracle. A new job aid had been prepared and training conducted to guide employees through the step-by-step process for reconciling their P-Card accounts using the Oracle system.

The Oracle system will communicate with P-Card holders through E-mail notifications that alert the user of key account events (i.e., when statements are available for reconciliation, when distributions become invalid due to inactive project/task numbers, etc.). Communications with supervisors of P-Card holders will also be through E-mail notifications, which will include links that will facilitate supervisor reviews of transactions.

The ability to access the new Oracle application from Macs was also included in the project. Mac users accessing the new application have been included in a pilot project for proving this new feature.

#### Process improvements:

- ◆ The new system automates many processes that were previously manual.
- ◆ Nightly scheduled jobs eliminates need to take system off-line.
- ◆ Forms have been consolidated to simplify the user interface.
- ◆ E-mail notifications are automatically generated.
- ◆ Data that was not easily accessible in the old system is now available.
- ◆ Reconciled data is posted to PA nightly to reduce the number of kick-outs.

*Thanks to Don Flores and Jim Hilts for this submission.*